

Development Assistant

Job Description

Position Purpose and Summary:

The Development Assistant is responsible for assisting the Development Director in engaging donors and potential donors into the mission of Christ in the City. They are a key team member to help ensure Christ in the City reaches its fundraising goals in such a way that donors and supporters encounter Christ in the mission to know, love, and serve the poor. They help the development process be less transactional and more relational through database management and donation acknowledgment. They will also ensure donors are incorporated into the mission in real and transformational ways through events and communications. This is a dynamic role that will work closely with the Development Director to address the growing development needs of Christ in the City.

Essential Duties and Responsibilities:

Manage the Content Relationship Manager (CRM) software:

- Ensure the accuracy and effectiveness of donor information.
- Run reports and analyze data for campaigns
- Ensure accurate recording of gifts

Event planning and coordinating

- Work with the Director of Development to plan and execute the events like the annual fundraiser, donor appreciation dinner, and development-related events.

Communications coordination

- Collaborate with the Communications Department in relation to development needs.

Coordinate donor acknowledgment process

- Record gifts accurately and in a timely manner.
- Ensure gifts are acknowledged appropriately according to the donor acknowledgment process.

Assist in donor relations management

- Assist the Development Director in preparing for visits, and presentations, and managing donor relationships.

Work with the Development Director and other Christ in the City staff to serve the development needs of the organization and grow the mission.

Specific Skills Required:

- Bachelor's degree with 2-5 years experience in development, marketing, or administration; experience in a Catholic environment a plus.
- "Self Starter" who executes responsibilities with minimal supervision.

- Excellent organizational and time-management skills, able to manage multiple projects and prioritize responsibilities.
- Excellent interpersonal and communication skills
- Excellent customer service skills and professional demeanor.
- Proficient in Microsoft Office applications. General computer skills so as to learn how to use the CRM we use.
- Event Coordination experience a plus.

Time: Full-time, Exempt, 40 hours per week

Reports to: Development Director

Salary Range: \$43,000 - \$53,000

Benefits: Medical, dental, vision